

*State of Rhode Island
Department of Administration*

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers **DATE:** July 3, 2003
FROM: Lawrence C. Franklin, Jr., State Controller
SUBJECT: FY 2003 EXCEPTION HOURS REPORT SCHEDULE

Attached is the Payroll Attendance Report (PAR) calendar for fiscal year ending June 30, 2004.

Please distribute copies of this information to the appropriate personnel.

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Attachment
CPO:04-01

State of Rhode Island
Department of Administration

OFFICE OF ACCOUNTS AND CONTROL

SCHEDULE FOR SUBMITTING EXCEPTION HOURS REPORT
TO THE STATE CONTROLLER'S OFFICE
FOR FISCAL YEAR ENDING JUNE 26, 2004

Pay Period #	Bi-Weekly Payroll Period Ending (Saturday)		Transmit to Central Payroll		Payday (Friday)		
1	July	12	July	14	July	18	+
2	July	26	July	28	August	1	
3	August	9	August	12	August	15	+
4	August	23	August	25	August	29	
5	September	6	September	8	September	12	+
6	September	20	September	22	September	26	
7	October	4	October	6	October	10	+
8	October	18	October	20	October	24	
9	November	1	November	3	November	7	+
10	November	15	November	17	November	21	
11	November	29	December	1	December	5	+
12	December	13	December	15	December	19	
13	December	27	December	29	January	2	+
14	January	10	January	12	January	16	
15	January	24	January	26	January	30	+
16	February	7	February	9	February	13	
17	February	21	February	23	February	27	+
18	March	6	March	8	March	12	
19	March	20	March	22	March	26	+
20	April	3	April	5	April	9	
21	April	17	April	19	April	23	+
22	May	1	May	3	May	7	
23	May	15	May	17	May	21	+
24	May	29	June	1	June	4	
25	June	12	June	14	June	18	+
26	June	26	June	26	July	2	

+ = Payday for Special Contract Employee.

PLEASE NOTE: Every effort must be made to transmit payrolls prior to or by the close of business on the Monday following the end of the payroll ending date. If a holiday occurs on the Monday following the payroll ending date, the payroll **MUST** be transmitted on Tuesday. If a holiday occurs on the Tuesday following the payroll ending date, payroll transmittal **MUST** be on the Monday following the payroll ending date.